

S E C R E T

21 January 1970
Room 2 E 49
1500 hours

AGENDA

1. Approve minutes of 2 October 1969 meeting
2. Discussion of Revised CS Historical Program
3. Approve Revised Program
4. Personnel Changes
5. Discussion of Chief, Historical Staff meeting with
DDP and Chairman, CSHB
6. Production of CS Historical Papers during 1969
Last Quarter and Calendar Year
7. Discussion of Proposed HS Style Manual
8. New Covers for CS Histories
9. New Business

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16 January 1970

MEMORANDUM FOR: Clandestine Service Historical Board
FROM : Executive Secretary, Clandestine
Service Historical Board
SUBJECT : Quarterly Report for Period
6 October 1969 - 9 January 1970

I. REVISED OUTLINE OF THE CS HISTORICAL PROGRAM
BY COMPONENT

1. Upon assuming my new duties as your Executive Secretary on 6 October 1969, I recognized the need to revise the outline of the CS Historical Program with considerably more specificity. In reviewing the outlines prepared by all CS components in 1966, I found it impossible to identify or even to approximate the number of historical papers needed to complete the program for each unit. Most of the program outlines consisted of a tabulation of various operations, events, or time spans which should, in the opinion of the compiler, be included in the CS Historical Program. Almost all, however, failed to identify specific papers to be written to cover these topics. I thereupon undertook, in consultation with each component, to revise these programs to identify by title the number of papers involved in each historical program outline. I felt that such revised programs would then serve as the basic management tool to assist the CS Historical Board to:

a. Review and approve the overall CS Historical Program and to determine the magnitude of the task to be accomplished,

b. Measure progress in the accomplishment of the task,

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c. Render such assistance as might be needed in identifying writers of specific papers where none had been named by the CS component concerned.

2. Upon first coming on board I was also advised by Professor Ehrmann that the Executive Director-Comptroller had set 1971 as the target date for the completion of the "catch-up" phase (1945-1965) of the Agency Historical Program. This mandate, however, had not been reduced to writing nor had a specific date in 1971 been fixed. Without such an authoritative directive or a fixed suspense date, it seemed clear to me that at least some of the CS components would continue to put the historical program on the back burner. I, therefore, encouraged Professor Ehrmann to discuss the matter with Colonel White in an effort to get him to remedy the situation by a written instruction to all Deputy Directors. Whether as a result of my instigation or not, the Executive Director-Comptroller, on 4 December 1969, did send a memorandum (which you have all seen) to the DDP as well as the other Deputy Directors. In addition, however, to accomplishing the purpose I had in mind, this memorandum also requested the Deputy Directors to name authors and fix suspense dates for histories yet to be written to complete the "catch-up" phase of the historical program of each directorate. At two staff meetings, the DDP referred to the memorandum from the Executive Director-Comptroller and reaffirmed his (the DDP's) interest in the historical program and his desire to have the first phase thereof completed by the December 1971 deadline.

3. The above mentioned developments resulted in a flurry of activity throughout the Clandestine Service with respect to the historical program, the results of which are contained in the three documents attached hereto:

a. Attachment A - Executive Secretary, CSHB memorandum to the Chief, Historical Staff dated 7 January 1970.

b. Attachment B - Executive Secretary, CSHB memorandum of 9 January 1970 forwarding to Chief, Historical Staff the revised outline of the CS Historical Program as of January 1970.

c. Attachment C - A tabular summary of Attachment B.

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4. [] requires the Board to review and approve the historical outline plan for each component of the Clandestine Service. Although I recognize that the Board had previously approved the 1966 outline plans, by virtue of the considerable revision that has been made in these plans, its approval of Attachment B is requested.

II. PERSONNEL CHANGES:

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1. Miss [] reported for duty as secretary to the ES/CSHB on 15 October 1969 from her former position as secretary to Mr. [], Chief, FIOB, Security Research Staff, Office of Security.

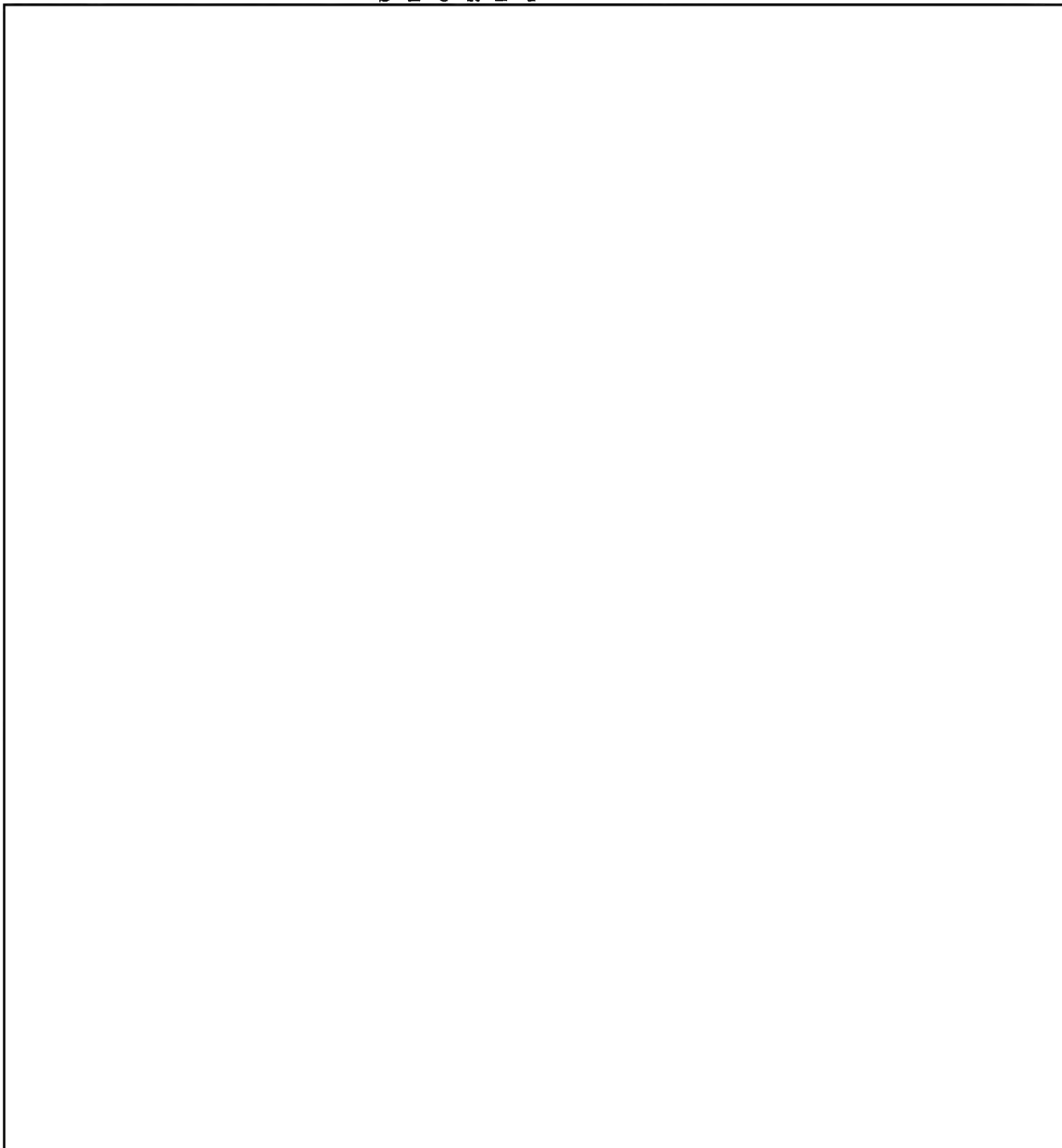
2. Attachment B identifies numerous officers designated by CS elements to write histories. Many of these are overseas and will not start work on their assigned papers until their return. Changes in these designations and in the suspense dates fixed for the completion of these histories will inevitably occur. However, partly as a result of the Executive Director-Comptroller memorandum and other factors, several current personnel assignments are worthy of note:

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III. CHIEF, HISTORICAL STAFF MEETING WITH DDP AND
CHAIRMAN CS HISTORICAL BOARD:

1. The Chief, CIA Historical Staff met with the DDP and the Chairman CSHB on 25 October 1969. Attachment D consists of a copy of Chief, Historical Staff 12 December 1969 memorandum for the record regarding that meeting and DDP's memorandum of 2 January 1970 commenting thereon. These memorandums reflect some notable agreements:

a. The history of the DDP (as opposed to its components) is part of the 'overall' CIA historical program which falls under the direct responsibility of Professor Ehrmann and his deputy.

b. The choice of a writer for the history of the DDP is made by agreement between the DDP and Chief, Historical Staff.

c. Writers of the overall history of the Agency have access to DDP records necessary for their work through the Chairman, CSHB. This procedure applies also to permission to interview appropriate DDP personnel.

d. The senior editor on the CIA Historical Staff has access to the work of historical writers in DDP components except that, in the case of highly sensitive materials, access will require the permission of the Chairman, CSHB.

e. The Chief, Historical Staff must approve all CS histories before their inclusion in the Agency program.

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IV. PRODUCTION OF HISTORICAL PAPERS:

1. During this quarter ten additional histories have been published bringing the total of histories produced in 1969 to forty and since the inception of the program to 132.

2. Production during the last quarter and for the year 1969 was as follows:

<u>Component</u>	<u>Last Quarter 1969</u>	<u>No. of Pages</u>	<u>Total for 1969</u>	<u>No. of Pages</u>
AF	4	687	7	848
CA			1	95
DO	1	143	3	255
EUR	1	217	4	1013
FE			5	529
FI	1	40	1	40
FI/D	1	45	1	45
MPS			1	180
NE	1	188	3	466
RID	1	60	3	120
SB			2	315
SOD			3	762
TSD			1	197
WH			5	575
	<u>10</u>	<u>1380</u>	<u>40</u>	<u>5440</u>

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V. CIA HISTORICAL STAFF STYLE MANUAL

1. The Chief, Historical Staff has compiled and is now editing a Style Manual for the preparation of all Agency historical papers. The manual almost entirely is devoted to the mechanics governing the writing of histories as its Table of Contents (Attachment E) amply demonstrates. A course of instruction will probably have to be given to CS writers, and typists if this manual is to be adhered to. It is not known now whether failure to follow the tenets of this manual strictly will result in refusal to accept a CS history in the CIA program. A few points about the new manual are perhaps worthy of comment.

a. There may be certain mechanical discrepancies between the proposed manual and the CS Handbook (CSHB 5-13-1). Time has not permitted a detailed comparison of the two documents.

b. That section of the proposed manual captioned "Controls" gives to the Chief, Historical Staff full control over access to such general histories of the DDP as may be written. Thus, the principle is reaffirmed that histories of the Directorates are part of the "overall" Agency program under the direction of the Chief, Historical Staff.

c. The above point is reiterated in section V of the manual entitled "Approval" which also states that final acceptance of all histories in the Agency program rests with the Chief, Historical Staff.

d. The proposed functions of the CIA Historical Staff editor [] described in the Style Manual are particularly noteworthy and are therefore quoted in their entirety:

"The CIA Historical Staff Editor sets the style and format for all histories produced in the CIA Historical Program. He is personally responsible for editing the general histories of the Agency, histories of the components of the Office and Administrative Area of the DCI, and

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general histories of the Directorates. In addition, he assists the Historical Officers in the Directorates to maintain high standards of presentation and documentation in histories of the individual components of the Directorates and specialized historical studies. The Editor also maintains the log of all historical projects in the CIA Historical Program, with the aid of an assistant Control Officer."

VI. NEW COVERS FOR CS HISTORIES

1. I will have samples of the new covers designed by the Chief, Historical Staff for all histories in the Agency program. They are markedly different from the covers on the 132 CS histories which have already been published.

I regret the length of this quarterly report but felt these developments were of sufficient interest to be brought to the attention of all members of the CSHB.

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Attachments:

CS Historical Board

- A. - ES/CSHB memo of 7 Jan 1970
- B. - ES/CSHB memo of 9 Jan 1970
- C. - Tabular summary of Attach B
- D. - C, HS memo of 12 Dec 1969 and DDP's memo of 2 Jan 1970
- E. - Table of Contents of Style Manual

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Distribution:



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ROUTING AND RECORD SHEET

2081A
SUBJECT: (Optional)

Quarterly Report for Period 6 Oct 1969 to 9 Jan 1970

EXTENSION

NO.

3381

DATE

19 January 1970

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

Please Note: Attachment B
is placed at the bottom of
the packet due to its size.

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